

OCCUPATIONAL EMPLOYMENT STATISTICS PROGRAM

PROGRAM INFORMATION

A.

The Occupational Employment Statistics (OES) program provides occupational employment and wage estimates for wage and salary workers annually for the 50 States, Metropolitan Statistical Areas, a single Balance of State area per State (except where the MSAs exhaust the State), the District of Columbia, Puerto Rico, the Virgin Islands, and Guam. An annual sample survey of establishments is conducted to determine State-wide and area occupational and wage distribution at the two-digit and three-digit Standard Industrial Classification (SIC) level. Occupational employment and wage estimates and measures of reliability for the surveyed industries are published in a State Employment Security Agency (SESA) designed format.

The Bureau of Labor Statistics (BLS) and the Employment and Training Administration (ETA) provide funding for the OES program. The BLS administers the program and provides conceptual, technical, and procedural guidance in data collection and estimation. SESAs are responsible for data collection and publication in cooperation with the BLS.

The OES program uses the standardized procedures described in the Occupational Employment Statistics Survey Manual (OES Manual) as well as those contained in the work statement and BLS technical memoranda. Applicants should put an "X" or a check mark in the spaces provided on the following pages to indicate agreement to comply with stated program requirements.

DELIVERABLES

B.

Data items that must be delivered for the BLS to operate the OES program are described in summary below. Each item must be delivered according to the schedule specified in the OES Manual, the work statement, and BLS technical memoranda.

Content	Agree To Comply (Check Box)	Due Dates	Agree To Comply (Check Box)
1. Transmittal of BLS supplied Alien Labor Certification (ALC) files to SESA ALC unit.	<input type="checkbox"/>	Five work days after receipt of files from BLS.	<input type="checkbox"/>

DELIVERABLES (CONTINUED)

B.

Content Agree To Comply (Check Box)

Due Dates Agree To Comply (Check Box)

- | | | | | |
|----|--|--------------------------|--|--------------------------|
| 2. | Publication of 1999 survey data, validated by the BLS. A press release, hard copy report, or Internet web site count as publication. Details on OES publication requirements are outlined in the OES State Operations Manual. | <input type="checkbox"/> | March 30, 2001 | <input type="checkbox"/> |
| 3. | Interim master machine-readable file containing at least a 60 percent useable response rate, including wages, in either units or employment for each sampled area, including the portion of the State in an interstate MSA, with data from the 2000 survey. The master file will reflect coding to the full OES occupational structure. | <input type="checkbox"/> | June 15, 2001 | <input type="checkbox"/> |
| 4. | Clean master machine-readable file containing at least a 75 percent useable response rate, including wages, in either units or employment for each sampled area, including the portion of the State in an interstate MSA, with data from the 2000 survey. In addition, the 2000 survey will have a statewide response rate of 75 percent of units, and 65 percent of employment. The master file will reflect coding to the full OES occupational structure. | <input type="checkbox"/> | August 17, 2001 | <input type="checkbox"/> |
| 5. | Completed copies of 2000 survey supplemental reporting sheets from all long and short questionnaires. | <input type="checkbox"/> | September 28, 2001 | <input type="checkbox"/> |
| 6. | Data collection progress report (SPAM Summary Progress Report). | <input type="checkbox"/> | Two working days after the end of each month during data collection. | <input type="checkbox"/> |

PROGRAM PERFORMANCE REQUIREMENTS

C.

Specific methods for conducting the OES survey are described in the OES Manual and in technical instructions provided by the BLS. Major elements are:

1. Address Refinement
The SESA will perform address refinement functions as specified in the OES Manual. ☐
2. Data Collection
 - a. Survey mailings will be conducted in accordance with procedures contained in the OES Manual. ☐

